THE SEABROOK ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF SEABROOK MET ON **THURSDAY, AUGUST 12, 2021** AT 6:00 P.M. AT SEABROOK CITY HALL AND VIA TELECONFERENCE, TO CONSIDER, AND IF APPROPRIATE, TAKE ACTION WITH RESPECT TO THE AGENDA ITEMS LISTED BELOW.

BOARD MEMBERS PRESENT:

| | |
|---|---|
| PAUL R. DUNPHEY | CHAIRMAN |
| TERRY CHAPMAN | VICE-CHAIR |
| KEVIN FERGUSON | TREASURER |
| ERNIE DAVIS | SECRETARY |
| THOMAS KOLUPSKI | MAYOR |
| GARY BELL (exc. absence) | MEMBER |
| JEFF LARSON | COUNCIL REPRESENTATIVE |

ALSO PRESENT WERE:

| | |
|---|---|
| GAYLE COOK | CITY MANAGER |
| STEVE WEATHERED | CITY/EDC ATTORNEY |
| PAUL CHAVEZ | DIRECTOR OF ECONOMIC DEVELOPMENT |
| PAT PATEL | EDC ADMINISTRATIVE ASSISTANT |

EDC Chairman Paul Dunphey called the meeting to order at 6:00 p.m. and declared that a quorum was present.

**1. PUBLIC COMMENTS AND ANNOUNCEMENTS**

There were no public comments.

---

**2. PRESENTATIONS**

**2.1 EDC Director's report on economic development activities for July 2021.**

- Business morning brew - Aug 25
- Livable Centers Study Committee Meeting
- BACREN presentation – Commercial Real Estate Developers
- Retail Live Tradeshow prospects – September – in Austin
- Livable Centers Public Comments Meeting – September 30th – next to Merlion
- Monthly EDC Budget Spreadsheet
- SH146 Expansion update – completion estimated October 2023

**2.2 Presentation by Clear Lake Area Chamber of Commerce. (Cindy DeWease)**

Annual update and presentation by Clear Lake Chamber President Cindy DeWease.

**2.3 Presentation by Economic Alliance Houston Port Region. (Chad Burke)**

Annual update and presentation by Econ. Alliance President/CEO Chad Burke.

---

## 3. NEW BUSINESS

**3.1 Consider and take all appropriate action on Economic Development Agreement between the Seabrook EDC and WMF Investments Inc. for construction of two commercial buildings, to be constructed by WMF Investments Inc., at 3300 Bayport Blvd. for "Retail at the Commons", seeking EDC sales tax funds as an incentive for reimbursement of building permit fees and impact fees in an amount not to exceed $64,162.75. (Chavez)**

Motion made by Ernie Davis and seconded by Terry Chapman.

To approve the Economic Development Agreement between the Seabrook EDC and WMF Investments Inc. as presented.

MOTION CARRIED BY UNANIMOUS CONSENT

**3.2 Consider and take all appropriate action on funding by EDC for the Comprehensive Master Plan consultant, to facilitate the promotion of new or expanded business development in an amount not to exceed $100,000 and recommendation for city staff to prepare public hearing notice. (Landis)**

The EDC Board discussed the agenda item and requested more detailed information on the consultant. Possible to have some proposals and/or RFQ's (request for quotes).

The EDC Board determined they are in support of this project and also in support of funding this project thru EDC, therefore the item be brought back to EDC sometime in November.

No motion needed.

**3.3 Consider and take all appropriate action on funding, either in part or fully, two infrastructure projects as part of the long range Seabrook Capital Improvement Plan. (Chavez)**

Proposed Capital Improvement Projects:

(1) Starboard Road (Red Bluff Extension) between Red Bluff and SH 146 – proposed development of property between existing Red Bluff Rd. and SH 146 to include a 4 lane fully developed paving, drainage, and utility improvements known as Starboard Road. Road is proposed by developers in order to develop the proposed parcel.

(2) Commercial Road – Old SH 146 / Red Bluff Intersection – as part of Amendment 2 with the Port of Houston, 4.93 acres was granted to the City of Seabrook near the intersection of Old SH 146 and Red Bluff. The Right-Of-Way easement would allow a thoroughfare to be constructed for ingress and egress on parcels north of Red Bluff Road. This project is a developer driven project with incentive percentages upon project.

Chavez:
Consideration to include CIP Projects and plan for in the long term as EDC projects for FY 2026. That these are two viable Economic Development projects for the community.

Dunphey:
These are the top two projects that the EDC should be involved in. The EDC Board has not seen nor reviewed these two projects previously. Staff has come up with these two projects for Economic Development to focus on for the next 4-5 years. What is the process that Staff went thru to get to these two, out of the long list?
Would like to continue discussion of CIP Projects and to include Directional Sign Project for the City in the Agendas.

Davis:
Both of these areas are located in the "undefined areas" of Seabrook, which would also be the area of focus in the Comprehensive Master Plan.
My recommendation would be to defer supporting two specific projects until after the Master Plan is completed, to ensure that these two projects are still within the plan for the City.

NO ACTION TAKEN.

**3.4 Consider and take all appropriate action on the renewal of a three-year contract with The Economic Alliance Houston Port Region for economic development services to the Seabrook Economic Development Corporation starting on October 1, 2021 thru September 30, 2024, in an amount not to exceed $12,000 per year. (Chavez)**

Motion made by Terry Chapman and seconded by Ernie Davis.

To approve the renewal of a three-year contract with The Economic Alliance Houston Port Region as presented.

MOTION CARRIED BY UNANIMOUS CONSENT

**3.5 Consider and take all appropriate action on renewal of the Clear Lake Area Chamber of Commerce contract beginning October 1, 2021 thru September 30, 2022 in an amount not to exceed $10,000. This is a budgeted item. (Chavez)**

Motion made by Ernie Davis and seconded by Jeff Larson.

To approve the renewal of the Clear Lake Area Chamber of Commerce as presented.

MOTION CARRIED BY UNANIMOUS CONSENT

**3.6 Consider and take all appropriate action on the proposed Resolution 2021-01 "Update and Renewal of the Seabrook Economic Development Corporation (SEDC) Incentives Policy". (Chavez)**

Motion made by Ernie Davis and seconded by Terry Chapman.

To approve Resolution 2021-01 "Update and Renewal of the Seabrook Economic Development Corporation (SEDC) Incentives Policy".

MOTION CARRIED BY UNANIMOUS CONSENT

**3.7 Consider and take all appropriate action on the renewal of the Administrative Staffing Services Agreement for fiscal year 2021-2022, in an amount not to exceed $274,105. This is a budgeted item for FY 2021-2022. (Chavez)**

Motion made by Ernie Davis and seconded by Terry Chapman.

To approve the renewal of the Administrative Staffing Services Agreement for fiscal year 2021-2022 as presented.

MOTION CARRIED BY UNANIMOUS CONSENT

**3.8 Consider and take all appropriate action on the proposed EDC BUDGET for the next fiscal year 2021-2022. (Chavez)**

Motion made by Ernie Davis and seconded by Kevin Ferguson.

To make the following changes and approve the EDC Budget:
- Remove line item for Comprehensive Master Plan for $100K
- Remove line item for H-GAC Livable Centers Project for $200K
- Remove line item for GIS for $0

MOTION CARRIED BY UNANIMOUS CONSENT

**3.9 Consider and take all appropriate action on the election of officers (Chair, Vice-Chair, Secretary, and Treasurer) of the Seabrook EDC Board for the next fiscal year 2021-2022. (Chavez)**

Motion made by Terry Chapman and seconded by Ernie Davis.

To approve the election of officers for fiscal year 2021-2022 as follows:

Chair – Paul Dunphey
Vice-Chair – Terry Chapman
Secretary – Ernie Davis
Treasurer – Kevin Ferguson
EDC Member – Gary Bell
Council Representative – Jeff Larson
Mayor Thom Kolupski

MOTION CARRIED BY UNANIMOUS CONSENT

---

## 4. ROUTINE BUSINESS

**4.1 Approve minutes of the July 8, 2021 Regular EDC meeting.**

Motion made by Ernie Davis and seconded by Jeff Larson.

To approve the July 8, 2021 EDC minutes as presented.

MOTION CARRIED BY UNANIMOUS CONSENT

**4.2 Approve minutes of the June 24, 2021 Joint Meeting.**

Motion made by Terry Chapman and seconded by Kevin Ferguson.

To approve the June 24, 2021 Joint minutes as presented.

MOTION CARRIED BY UNANIMOUS CONSENT

**4.3 Status update of City projects.**

Report by EDC Director

**4.4 Update on Livable Centers Study.**

Report by EDC Director

**4.5 Establish future meeting dates and agenda items.**

Next regularly scheduled meeting: September 9, 2021 at 6:00 pm

---

Upon motion duly made, the meeting was adjourned at 7:34 p.m.

APPROVED ON THE 9th DAY OF Sept 2021.

Terry Chapman, EDC Vice-Chairman

Pat Patel,
EDC Administrative Assistant